

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 02.01.014	PAGE 1 of 3
	EFFECTIVE DATE July 22, 2014	
SUBJECT Safe Operation and Response on Active Roadways		SUPERSEDES NEW
CHAPTER Administration	SECTION General Administration	APPROVED BY Signature on File

PURPOSE

This formalizes the policy and procedure (P&P) of the department for safe operation and response for all personnel working or responding to incidents on active roadways.

POLICY

It is the policy of the department to promote safety for all employees working or responding to incidents on active roadways and work zones. One of the leading causes of injuries and deaths for transportation personnel is being struck by a vehicle while operating and/or responding to roadway incidents. Any department employee, while on duty and/or in a state vehicle, coming across a disabled motorist or an active roadway incident may provide assistance if and when they believe it is safe to do so. The level of assistance provided is directly related to the level of training of the employee. This is in keeping with being a "Good Samaritan" and providing the highest level of service as an agent of the state.

Each person whose duties may require temporary traffic control will be properly trained in traffic control procedures. The Alaska Traffic Manual (ATM) is the primary document governing traffic control operations. The ATM refers to the U.S. Department of Transportation's *Manual on Uniform Traffic Control Devices* (MUTCD).

Traffic incidents are divided into three general classes of duration, each of which has unique traffic control characteristics and needs. These classes are:

- Minor - expected duration under 30 minutes
- Intermediate - expected duration of 30 minutes to 2 hours
- Major - expected duration of more than 2 hours

Definitions

Roadway: is a generic term that is used to describe all types of driving surfaces. These include surface streets that are found in rural areas, suburban and urban jurisdictions,

as well as limited access highways and runways. When it is necessary to differentiate between types of roadways, the terms surface streets, highways and runways are used.

Traffic Control: is the process of using signals or devices to control flow of traffic in a restricted area.

PROCEDURE

Highway Incident Rules of Engagement for Assistance

Employees will balance risks with the benefits of taking any action in the following manner:

1. MAY take risk in a calculated manner, for savable lives, or for the prevention of further injury or death.
2. WILL NOT take risk at all, for property or lives that are already lost.
3. MAY take risk in a calculated manner for salvageable property, further damage, or destruction.
4. WILL endeavor to consider the needs of others in the vicinity.

Engagement Needs And Risk Assessment

Employees will assess the benefits of planned actions in the following manner:

1. WILL consider the likelihood success of actions.
2. WILL consider the level of personal risk and others.
3. WILL consider the benefit being provided if successful.
4. WILL assess the threats of injury and death to those in need.
5. WILL consider the likelihood of threats occurring and their severity.
6. WILL endeavor to consider threats of property damage or destruction.

Basic Incident Command System (ICS) Structure

All department personnel who respond regularly to roadway incident scenes must also be trained and competent in the principles of ICS. The effective management of long term incidents hinge on all responders working within the ICS structure. As a minimum, all personnel whose duties require them to work in traffic will be trained to the ICS 100PW level.

Safe Work Zones at Roadway Incidents

Setting up a safe work zone begins with the proper placement of the initial

vehicle that arrives on the scene and expands from there. The first arriving responder has three primary concerns when determining where to park the vehicle at an accident or incident site.

- Park the vehicle in a manner that reduces the chance of the vehicle being struck by oncoming traffic.
- Park the vehicle in a manner that shields you and the operational work area from being exposed to oncoming traffic.
- Park the vehicle in a location that allows for effective deployment of equipment and resources to handle the incident.

Operational Considerations

There are some safety principles that must be followed as much as possible:

- When not needed for blocking, park vehicles off the street in a parking lot or driveway.
- Do not block access to the scene for later-arriving emergency vehicles.
- Never park the responding vehicle on railroad tracks. Keep the vehicle far enough away from the tracks so that a passing train will not strike it.
- Always use vehicle emergency lighting when operating or parked at the accident site.

AUTHORITY

AS 19.05.010
Alaska Traffic Manual (ATM)
Manual on Uniform Traffic Control Devices (MUTCD) Chapter 6

IMPLEMENTATION RESPONSIBILITY

Commissioner, deputy commissioners, division/regional directors, and system directors/managers

DISTRIBUTION

All department employees via the DOT&PF website